

HOW TO



*This "How To" book has been compiled by Capital Fringe Staff.
We did not build the software nor do we have control of it.
BUT... we are here to help you reserve comps and understand how to read your wrap sheet.*

HOW TO RESERVE YOUR COMP TICKETS

DO NOT log in to OvationTix. Simply:

1. Go to our website on or after June 22, 2015. (www.capitalfringe.org)
2. Click 'Show Listings'.
3. Find your show.
4. Select the performance you want to reserve comps for.
5. BEFORE choosing the tickets – in the box labeled “Have a Promotional Code?” enter your Producer Code. **Your show's Producer Code is e-mailed to the primary contact for your show.** This box is located in the Upper Right Hand Corner.
6. Now choose the quantity of tickets – you should do separate orders for each person you're reserving comps for.
7. Be sure to enter in the name you want on the Will Call List.
8. When prompted to check out, log in as yourself, with your account e-mail/password (or create account if you don't have one already).
9. Before you submit the order, under a section called “Delivery” you will be given the opportunity to change the name on the Will Call List. This will default to the name on your account, but you should change it to the name of the person attending the show.
10. The total charged for the order should be \$0.00.

It's that Simple. Questions? Let us know!

REMEMBER:

- You can only reserve **10% of your total seats**. If you take too many comps, we will charge you full price for them.
- You **CANNOT** hand Box Office a list of comp names. All comps must be reserved online, **WITH** names, a minimum of two hours prior to show time. No Exceptions.

2015 HOW TO USE OVATIONTIX INSTRUCTIONS

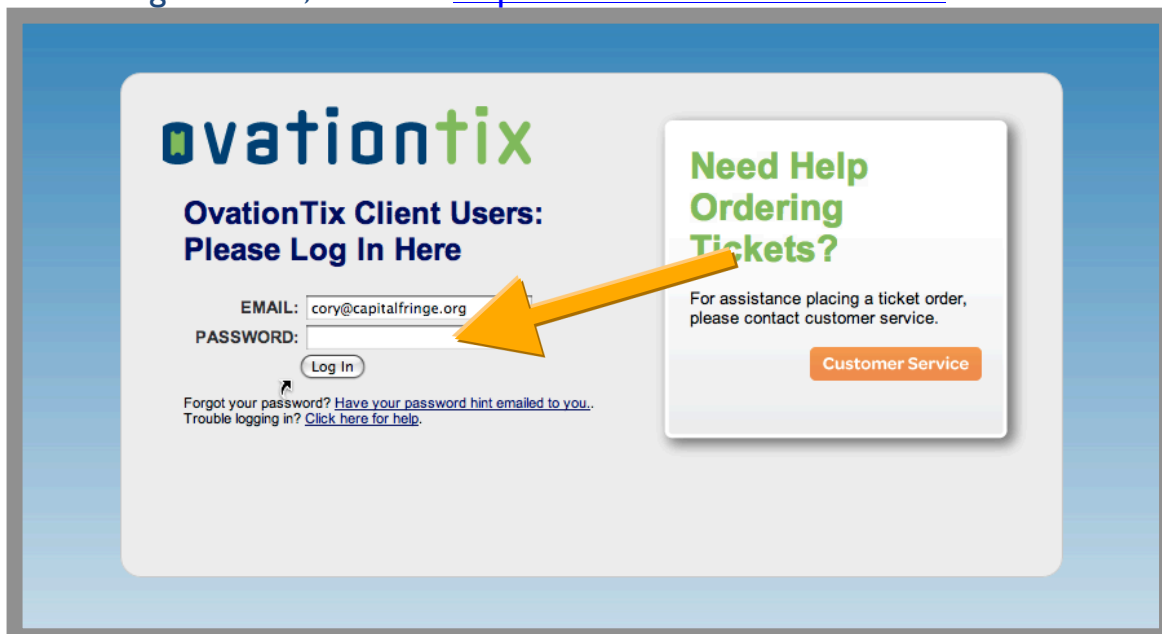
See the following pages for instructions on Using OvationTix to see your 'who's coming' list and print "Wrap Sheets" and other reports.

LOGGING ON AND GETTING ORIENTED

A. Logging on to OvationTix is quick and simple. First, head to OvationTix.com.



B. In the upper right hand corner of the graphic, click on the "Client Login" link. This will bring you to the login screen (seen below). Alternatively, you can "bookmark" or "favorite" the URL for the login screen, which is <https://admin.ovationtix.com/trs/>



C. On the login page, you can find the login form.

To Log In: Your Email is the email that Fringe recognizes as the Main Contact. Note: this is case sensitive! Password is your unique comp code. (DO NOT GIVE THIS CODE OUT TO ANYONE.) If you forgot your password or need to contact us with questions, e-mail boxoffice@capitalfringe.org or visit the Box Office.

D. When you've entered the username and password information, click the Login button.

E. Next, you'll arrive at your account homepage.

Anatomy of the Homepage

1 HOME ovationtix

2 Account: Test Theater OvationTix

3 Series: All

4 HELP email: support@ovationtix.com or call toll-free: 1-866-441-9962

5 You are logged in as Dirk de Pagter [log out]

6

7 Sell Reports Add Series Print Search Tools

8 Client's Home Series list | Snapshot

9 Series with upcoming events:

series	Standard Prices	Today's Sales	Dates	Next Event	Sell Tickets
Hamlet	\$0.00 - \$20.00	0: \$0.00	Feb 21 - Nov 30	Mon November 09 8:00 PM (0 tickets sold)	Sell »
Kansas!	\$20.00	0: \$0.00	Dec 2 - Dec 26	Wed December 02 8:00 PM (2 tickets sold)	Sell »
My Fair Lady	\$20.00	0: \$0.00	Nov 4 - Nov 28	Wed November 04 8:00 PM (2 tickets sold)	Sell »

10 © 2009 TheaterMania.com TRS-405-20-1 running on app8.theatermania.com

- 1) **Home Button:** Wherever you go within OvationTix, you can always return to your Homepage by clicking on this green button in the top left corner of the screen.
- 2) **Account Drop Down Menu:** This will just say Capital Fringe – You should never need to click here for anything.
- 3) **Series Drop Down Menu:** This will list your show.
- 4) **Help Button:** Click here to open the online help wiki pages that serve as the OvationTix online user manual. (Opens in a separate window.)
- 5) **Contact Information for OvationTix:** YOU SHOULD NEVER CONTACT OVATIONTIX about producer questions/concerns. Please contact boxoffice@capitalfringe.org with all questions/concerns.
- 6) **Login Information:** In the upper right corner of the OvationTix screen you can see who is logged in as well as the link to log out.

- 7) **Menu Buttons:** They will look slightly different for you, and will be explained better below.
- 8) **Viewing Information:** This toggles between a snapshot of your shows, and the list view you see above.
- 9) **Shows:** This is a listing of all shows you have access to view.
- 10) **Version and Server information:** At the bottom of the screen, you can find the current version number of OvationTix and which server your session is running on.

TO SEE OR PRINT YOUR “WHO’S COMING” LIST or TO PRINT A MARKETING REPORT ON YOUR PATRONS

You are the owner of this info.

Capital Fringe will not send you a report of your patrons at the end of the Festival.
Your account will stay live until **September 11, 2015.**

Log in as before using same email and password.

From your homepage click on your show name.

HOME ovationtix HELP email: support@ovationtix.com or call toll-free: 1-866-441-9962 | You are logged in as Nathan Renner-Johnson [log out]

Account: Capital Fringe Festival Series: All OvationTix News

Sell Reports Add Series Print Search Tools

Client's Home: Capital Fringe Festival

Series List | Snapshot | Snapshot (exportable)

132 items found, displaying 1 to 50.

Series	Standard Prices	Today's Sales (EST)	Dates	Next Event	Sell Tickets
& Afterwards	\$17.00	0: \$0.00	Jul 13 - Jul 27	Sat July 13 11:45 PM (0 tickets sold)	Sell »
1814! The War of 1812 Rock Opera	\$17.00	0: \$0.00	Jul 11 - Jul 26	Thu July 11 7:00 PM (0 tickets sold)	Sell »
			Jul 11 - Jul	Thu July 11 7:45 PM (0 tickets sold)	

This will open your “Who’s Coming” page. This defaults to the next performance.

2012 Delusions of Grandeur at Fort Fringe - The Baldacchino Gypsy Tent Bar

July 28, 2012 2:15PM

Section	Capacity	Sold	Available	Scanned
General Admission	80	45	35	0 / 45

« previous event | Jul 28, 2012 - 2:15PM Saturday (45)

Jul 15, 2012 - 5:00PM Sunday (41)
Jul 19, 2012 - 9:00PM Thursday (22)
Jul 24, 2012 - 8:30PM Tuesday (54)
Jul 25, 2012 - 6:00PM Wednesday (28)
Jul 28, 2012 - 2:15PM Saturday (45)

Who's Coming Edit Event Seating

basic view expanded view exportable view

Advance ticket sales (Web and OvationTix phone) are closed for this event.

Tickets Sold	
General Admission: 2 [order #PR55322887]	General Admission: 2
General Admission: 2 [order #PR55313637]	General Admission: 2
General Admission: 2 [order #PR55260852]	General Admission: 2

Click on the drop down menu to see the days of your shows.

Click on any show to see its Who's Coming list.

You will see who is coming that day.

You can see more information about the ticket purchases in “expanded view.”

2011 Twisted: Greeting Card Moments Gone Bad! at Fort Fringe - The Baldacchino Gypsy Tent Bar

July 15, 2011 8:30PM

Section	Capacity	Sold	Available
General Admission	80	72	8

Click on Expanded View to see the kind of tickets they bought: comp, press, pass holder, etc...

Print the list by clicking on the printer icon!

« previous event | Jul 15, 2011 - 8:30PM

Who's Coming

Edit Event

Seating & Pricing

Seat Holds

Options: All Sections ☐ basic view ☒ expanded view ☐ exportable view



Advance ticket sales (Web and OvationTix phone) are closed for this event.

Tickets Sold

2 [order #PR43052685]

I understand that the Capital Fringe does not allow late seating, and if I'm denied entry to a venue when showing up late, my ticket will not be refunded or exchanged. **Yes!**

I understand that I need a Festival Admission Button to gain entry in to any festival venue, and that this is a one time purchase. If I lose my button, I understand I will need to purchase a new one. **I Get It!**

I understand that the Capital Fringe is a DC 501c3 Non-Profit organization that has given over \$1.2 million back to artists over the last six years. **Wow, Good To Know.**

Tickets

General Admission: 2 General Admission

Products

Capital Fringe Admission Button | \$7.00

Capital Fringe Admission Button | \$7.00

Delivery Method

eTicket | \$0.00

2 [order #PR42987705]

I understand that the Capital Fringe does not allow late seating, and if I'm denied entry to a venue when showing up late, my ticket will not be refunded or exchanged. **Yes!**

I understand that I need a Festival Admission Button to gain entry in to any festival

Tickets

General Admission: 2 General Admission
[Producer]

Delivery Method

eTicket | \$0.00

USING THE REPORT FUNCTIONS

Click “Reports” then “My Reports” to access the Wrap Sheet Report.

HOME **ovationtix** email: support@ovationtix.com or call toll-free: 1-866-441-9962 | You are logged in as Nathan Renner-Johnson [log out]

Account: Capital Fringe Festival Series: All OvationTix News

Sell Reports Add Series Print Search Tools

Client's Home: Capital Fringe Festival

My Reports
My Balance
Gift Card
Patron Report
Patron Report ^{Beta}
Snapshot
Duplicate Patrons
Task Management

Series List | Snapshot | Snapshot (exportable)

← Previous 1 2 3 Next → Last → 132 items found, displaying 1 to 50.

	Standard Prices	Today's Sales (EST)	Dates	Next Event	Sell Tickets
	\$17.00	0: \$0.00	Jul 13 - Jul 27	Sat July 13 11:45 PM (0 tickets sold)	Sell »
1814! The War of 1812 Rock Opera	\$17.00	0: \$0.00	Jul 11 - Jul 26	Thu July 11 7:00 PM (0 tickets sold)	Sell »

Anatomy of the Wrap Sheet Report

HOME **ovationtix** email: support@ovationtix.com or call toll-free: 1-866-441-9962 | You are logged in as Dirk de Pagter [log out]

Account: WikiPage Sample Organization Series: All

Sell Reports Add Series Print Search Tools

OvationTix Transaction Date Range Report for WikiPage Sample Organization

Transaction Date Range 01/08/2010 12:00:00AM - 01/08/2010 11:59:59PM

Report generated on 01-08-2010 at 13:40

A Refresh **B** Date Range **C** Saved Reports: My Reports **D**

Custom Report By Transaction Date Event Date

From: 01/08/2010 midnight : 00 : 00 To: 01/08/2010 11 pm : 59 : 59

Report Filters: Add Filter

Basic Summary **Advanced Summary** Order Details Transaction Details Patron Details Fundraising Details

Sales Summary

	Detail: Gross Sales by payment type	Detail: Gross Sales by order type
Gross Sale	Total: Gross Sales \$0.00	Total: Gross Sales \$0.00
Ticket Sales		

- Report Title:** indicates whether report is by transaction or by event and for which account (This is generally irrelevant for you.)
- Report Date/Time Range:** displays actual date and time range report covers
- Report Generated Info:** lists date and time the currently viewed report was run

D. **Report Manager:** This is where you set the parameters for your report. These items are summarized here and explained in detail below.

1. **Date Range** - set either a custom date range with absolute dates, or set a relative date range using the drop down menu.
2. **Filters** - isolate elements specific to the series, order, or patron to narrow your report
3. **Saved Reports** - set and recall a regularly run report with a frequently used filter set and date range.
4. **'Refresh'/Run Report Button** - push this button after making changes within the Report Manager to run the updated report.

DATE RANGE

The first step to running a wrap report is to specify the date range you wish to examine. You can set the range in a couple of different ways.

You can set a custom range of absolute dates by clicking into the “From:” field. Either pick your “from” date from the calendar that appears or type it in manually using the format MM/DD/YYYY. If necessary, you may specify the “from” time to the second. Follow the same steps for the “to” date and time.

OvationTix Transaction Date Range Report for WikiPage Sample Organization

Transaction Date Range 01/08/2010 12:00:00AM - 01/08/2010 11:59:59PM
Report generated on 01-08-2010 at 13:40

Refresh

Date Range

Custom (dropdown)

From: 01/10/2010 midnight : 00 : 00

To: January 2010

Report By

Transaction Date (selected)

Event Date

Saved Reports:

My Reports (dropdown)

Basic Summary | **Advanced** | **Transaction Details** | **Patron Details** | **Fundraising Details**

Sales Summary

Category	Value
Gross Sale	\$0.00
Ticket Sales	\$0.00
Tickets (-)	\$0.00
Total: Gross Sales	\$0.00

Alternatively, by using the drop down list above the “from” and “to” lines, you can choose from a variety of relative date ranges. Rather than an absolute start date (e.g., 1/15/2010) you can select from a convenient list of commonly required relative ranges: the current or previous day; the current week, month, or year; the previous week, month, or year; and all history.

OvationTix Transaction Date Range Report for WikiPage Sample Organization

Transaction Date Range 01/08/2010 12:00:00AM - 01/08/2010 11:59:59PM

Report generated on 01-08-2010 at 13:40

Refresh

Date Range

Custom

Custom

Today

Yesterday

Week to Date

Month to Date

Year to Date

Last Week

Last Month

Last Year

All

Report By

Transaction Date

Event Date

OR SELECT FROM A LIST OF RELATIVE DATES

Basic Summary

Advanced Summary

Order Details

Transaction Details

Patron Details

Fundraising Details

Sales Summary

Detail: Gross Sales by payment type

Detail: Gross Sales by order

After you set your date range choosing one of these options, be sure to specify whether you wish to report by “Transaction Date” (all activity occurring within range) or “Event Date” (all activity related to the events occurring within range).

HOME ovationtix

HELP email: support@ovationtix.com or call toll-free: 1-866-441-9962 | You are logged in as Nathan Renner-Johnson [log out]

Account: Capital Fringe Festival

Series: All

OvationTix News

Sell

Reports

Add Series

Print

Search

Tools

OvationTix Transaction Date Range Report for Capital Fringe Festival

Transaction Date Range 06/05/2013 12:00:00AM - 06/05/2013 11:59:59PM

Report generated on 06/05/2013 at 22:18 PM

Date Range

Custom

Report By

Transaction Date

Event Date

Run Report

Saved Reports:

My Reports

Report Filters: Add Filter

Click “Run Report” to see the report.

FILTERING

Added filter categories and increased specificity give you the ability to view exactly the transaction activity you want to see and to identify exactly the patrons you want to access.

Thematically organized filters are more intuitive to browse and more clearly defined.

The screenshot shows a web-based report generation interface. At the top left is a green 'Refresh' button. To its right is a 'Date Range' section with a 'Custom' dropdown, a 'Report By' dropdown, and date/time pickers for 'From' and 'To'. Further right is a 'Saved Reports' section with a 'My Reports' dropdown. Below these is a 'Report Filters' section with an 'Add Filter' button. An orange box with the text 'SELECIING YOUR DESIRED FILTERING CRITERIA IS EASY' points to the 'Add Filter' button. To the right of the 'Add Filter' button is a large orange box with the text 'CLICK TO OPEN THE FILTERS MANAGER'. Below this is a 'Ticket Filters' panel with a list of filter categories: Ticket Filters, Donation Filters, Package Filters, Product Filters, Transactions, and Patrons. The 'Ticket Filters' category is expanded, showing 'Series' and 'Ticket Types'. The 'Series' filter is further expanded, showing 'Regular', 'Coded', and 'Private'. An orange box with the text 'ISOLATE' points to the 'Regular' option. To the right of the 'Series' filter is a 'Please select the regular ticket types to include in your report.' section with checkboxes for 'All', 'Regular', 'VIP', and 'Adult'. An orange box with the text 'SELECT' points to the 'Regular' checkbox. Below this is a 'Fundraising Details' section with a green 'Add Filter' button. An orange box with the text 'AND ADD' points to the 'Add Filter' button. At the bottom of the interface are several tabs: 'Basic Summary', 'Advanced Summary', 'Order Details', 'Transaction Details', 'Patron Details', and 'Fundraising Details'.

Filters are grouped into a few main classifications: Ticket Filters, Donation Filters, Package Filters, Product Filters, Transaction Filters, and Patron Filters. Each of these filters may contain multiple components. For example, the classification Ticket Filters is comprised of Series filters and Ticket Types filters. These filters may contain subcomponents, too, such as Ticket Types, which consists of Regular, Coded, and Private ticket type filters.

Note: The report does not run automatically upon page refresh or when a new parameter is added. You must hit the green “Run Report” button to the left of the form to run the report with the updated filters applied.

IMPORTANT – *Only items that have been used in purchases in the current date range will show up as filter criteria.* For example, if you run a report for 2012, then look at the filters, your show would not be an option. You should first “Run Report” for the date range you are interested in, THEN add the filters you want. Finally, you must then hit “Run Report” again to filter the previously selected date range for the filter.

Once you have added your desired filters, you will see them clearly listed in the Report Filters box beneath the Date Range box.

You can use also filtering to see how many of your complimentary tickets have been used.

Complimentary tickets using your unique Ovation Code can be found under “Ticket Filters>Ticket Types>Coded Tickets.” Select the code “Producer.”

If the code “Producer” is not available, no tickets were purchased during the selected date ranging using your Ovation Code. Check the date range if the code does appear.

OvationTix Transaction Date Range Report for Capital Fringe Festival

Transaction Date Range 01/01/2001 12:00:00AM - 12/31/2099 11:59:59PM

Report generated on 06/05/2013 at 22:57 PM

Date Range

All

Report By

All Time

Transaction Date

Event Date

Run Report

Saved Reports:

My Reports

Report Filters: Add Filter

Ticket Filters

Donation Filters

Package Filters

Product Filters

Transaction Filters

Patron Filters

Series

Ticket Types

Regular

Coded

Private

Please select the promotion types to include in your report.

2011 What, Lamb! What, Ladybird!

Beat the Heat

☒ Producer

2011 When ET Flew Over the Cuckoo's Nest

Beat the Heat

Producer

Add Filter

Click “Run Report” to see all tickets reserved using your Ovation Code.

SAVED REPORTS

The Saved Reports feature is designed to save time and busywork if you run reports with a consistent configuration of filters on a regular basis. Rather than entering the same parameters every time, you can set it up once with a *relative* date range, save it, and select it from the Saved Reports drop down menu the next time you need it.

It is important to note that your Saved Reports are accessible by all Capital Fringe users. Therefore we do not recommend relying heavily on this them, as another user could accidentally delete your saved report.

Click “save current report as...” from the saved reports menu to save the active report.

OvationTix Transaction Date Range Report for Capital Fringe Festival
Transaction Date Range 01/01/2001 12:00:00AM - 12/31/2099 11:59:59PM
Report generated on 06/05/2013 at 22:57 PM

Date Range
All
All Time
Report By
Transaction Date
Event Date

Run Report

Saved Reports:
My Reports
My Reports
\$ total - Planet Egg
2011 Package Holders
6-3-12 thru 7-9 6pm
7/21
7/22
Capital Fringe Report
Final
FRINGE P
FringeDate
No Ext 7/22
Pair up
Save current report as...

* Click Run Report to apply report settings.

Basic Summary **Advanced Summary** **Order Details** **Transaction Details**

Sales Summary
Gross Sale
Ticket Sales (Events 7/07/2011 8:00:00PM - 10/19/2012 8:00:00PM)

Detail: Gross Sales by payment
Cash
American Express

Select a saved report from the Saved Reports menu to run it.

As soon as you select your saved report from the My Reports menu, it runs automatically. After the report runs, you can tweak as needed, making sure to press the green “Run Report” button to the left of the form to run the report again after any changes are made.

PRINTING THE WRAP SHEET

After running your desired report, you can use your browser's print command to print a hard copy. The new report title, range, and generation information makes all your report printouts clear, and all the applied filters are listed clearly above the summary information.

OvationTix Transaction Date Range Report for About Face Theatre

Transaction Date Range 12/01/2009 12:00:00AM - 12/31/2009 11:59:59PM

Report generated on 01-10-2010 at 19:32

Report Filters: Add Filter

Transactions : Order Type (Box Office Phone, Walkup) X Remove Edit

Package Filters : Package Redemptions (All) X Remove Edit

Sales Summary

Gross Sale

Ticket Sales

Tickets @: \$0.00

Total Ticket Sales: \$0.00

Other Sales (-):

Total Other Sales: \$0.00

Gross Sale: \$0.00

Refunds

Refunds: \$0.00

Net Sales

Ticket Sales

Tickets @: \$0.00

Total Ticket Sales: \$0.00

Other Sales

Total Other Sales: \$0.00

Net Sales : \$0.00

Detail: Gross Sales by payment type

Total: Gross Sales \$0.00

Detail: Refunds by payment type

Total: Refunds \$0.00

Detail: Net Sales (before fees, after refunds) by payment type

Total: Net Sales (before fees, after refunds) \$0.00

Detail: Gross Sales by order type

Total: Gross Sales \$0.00

Export to excel

Feel free to use the 'help' button located in the top center with the question mark generously.

You can also export your report to excel by clicking the excel button at the bottom of the page.

CALCULATING ARTISTS' PAY OUTS

Artists' Pay Outs are calculated based on the percentage of the total Net Single Ticket Sales and Flexible Package Redemptions (aka passes) minus Ticketing Fees. These fees are charged directly by Ovation and cover merchant processing, the creation of individual artist log-ins, wrap sheets and patron database for 100+ artists participating in the Festival year after year. The fees are determined by how the ticket is purchased. Tickets purchased in-person have a \$0.25 fee; tickets purchased via phone or online have a \$2.08 fee.

Accessing your Wrap Sheet will allow you to calculate your total Pay Out:

1. Enter Date Range and Run Report:

Using the date range above will ensure all transactions have been entered into Ovation provide an accurate report of sales.

2. Add Net Ticket Sales and Flexible Package Redemptions:

Sales Summary (6/18/2012 9:18:22AM - 7/27/2012 12:30:22PM)	
Net Sales (before fees, after refunds)	
Ticket Sales	
Tickets (505):	\$4,147.00
Total Ticket Sales:	\$4,147.00
All Ticket Sales:	\$4,147.00
Other Sales	
Total Other Sales:	\$0.00
Net Sales (before fees, after refunds):	\$4,147.00

\$4,147.00: Tickets
 +\$2,130.87: Package Redemptions
 \$6,277.87 Gross Ticket Sales Total

Flexible Package Redemptions	quantity	facility fee	Net	Accounted Revenue
2012 110 Proof Pass - Regular	45	\$0.00	\$0.00	\$540.00
2012 6 Pack Pass - Regular	39	\$0.00	\$0.00	\$519.87
2012 All-Access Pass - Auction	17	\$0.00	\$0.00	\$0.00
2012 All-Access Pass - Regular	9	\$0.00	\$0.00	\$90.00
2012 Foh-ty Pass - Regular	27	\$0.00	\$0.00	\$405.00
2012 Magic Pass - Regular	36	\$0.00	\$0.00	\$396.00
2012 Pair-Up Pass - Regular	18	\$0.00	\$0.00	\$180.00
2012 Press Pass - Press	10	\$0.00	\$0.00	\$0.00
2012 VIP Pass - VIP	5	\$0.00	\$0.00	\$0.00
Total: Flexible Package Redemptions	206	\$0.00	\$0.00	\$2,130.87

3. Procure Service Fee Amounts:

- Pull up Web/OvationTix Phones Sales and Box Office Phone/Window Sales numbers.
 - Make sure the "Basic Summary" tab is active.
 - Click "Add Filter"
 - Click "Transaction Filters"
 - Click "Point of Purchase"
 - Select Point of Purchase type. *** (Run 1-7 for both 5a and 5b. But, be sure to remove the previous filter.) ***
 - Check the boxes in front of "Box Office" and "Box Office Phone."
 - Check the boxes in front of "OvationTix Phone" and "Web."
 - Click "Add Filter" under Point of Purchase options.
 - Click the big green "Run Report" button.

1 Basic Summary | Order Details | Transaction Details | Patron Details | Fundraising Details

2 Date Range: Custom | Report By: Transaction Date

3 Report Filters: Add Filter

4 Transaction Filters: Point of Purchase (OvationTix Phone, Web)

5 Please select the order types to include in your report.

6 Save Filter

7 Run Report

b. Scroll down to view the report.

c. Pull the “Service Fee” total for paid “Walkup” (5a) and “Web/Ovation Phone” (5b) tickets and add together.

Details: Tickets				Subtotal by: Series Event	
Full Price Tickets	quantity	facility fee	Net		
Box Office Only (\$0.00)	1	\$0.00	\$0.00		
General Admission (\$17.00)	40	\$0.00	\$680.00		
Total: Full Price Tickets	41	\$0.00	\$680.00		
Artist	quantity	facility fee	Net		
General Admission (\$10.00)	5	\$0.00	\$50.00		
Total: Artist	5	\$0.00	\$50.00		
Staff	quantity	facility fee	Net		
General Admission (\$0.00)	2	\$0.00	\$0.00		
Total: Staff	2	\$0.00	\$0.00		
Volunteer	quantity	facility fee	Net		
General Admission (\$0.00)	2	\$0.00	\$0.00		
Total: Volunteer	2	\$0.00	\$0.00		
Flexible Package Redemption	quantity	facility fee	Net	Accounted Revenue	
2012 110 Proof Pass - Regular	13	\$0.00	\$0.00	\$156.00	
2012 6 Pack Pass - Regular	15	\$0.00	\$0.00	\$199.95	
2012 All-Access Pass - Auction	7	\$0.00	\$0.00	\$0.00	
2012 All-Access Pass - Regular	4	\$0.00	\$0.00	\$40.00	
2012 Foh-ty Pass - Regular	8	\$0.00	\$0.00	\$120.00	
2012 Magic Pass - Regular	6	\$0.00	\$0.00	\$66.00	
2012 Pair-Up Pass - Regular	6	\$0.00	\$0.00	\$60.00	
2012 Press Pass - Press	5	\$0.00	\$0.00	\$0.00	
2012 VIP Pass - VIP	1	\$0.00	\$0.00	\$0.00	
Total: Flexible Package Redemptions	65	\$0.00	\$0.00	\$641.95	
Total:	115	\$0.00	\$730.00	\$641.95	

Details: Tickets				Subtotal by: Series Event	
Full Price Tickets	quantity	facility fee	Net		
General Admission (\$17.00)	201	\$0.00	\$3,417.00		
Total: Full Price Tickets	201	\$0.00	\$3,417.00		
Producer	quantity	facility fee	Net		
General Admission (\$0.00)	48	\$0.00	\$0.00		
Total: Producer	48	\$0.00	\$0.00		
Flexible Package Rede	quantity	facility fee	Net	Accounted Revenue	
2012 110 Proof Pass - Reg	32	\$0.00	\$0.00	\$384.00	
2012 6 Pack Pass - Regul	24	\$0.00	\$0.00	\$319.92	
2012 All-Access Pass - Au	10	\$0.00	\$0.00	\$0.00	
2012 All-Access Pass - Re	5	\$0.00	\$0.00	\$50.00	
2012 Foh-ty Pass - Regula	19	\$0.00	\$0.00	\$285.00	
2012 Magic Pass - Regula	30	\$0.00	\$0.00	\$330.00	
2012 Pair-Up Pass - Regu	12	\$0.00	\$0.00	\$120.00	
2012 Press Pass - Press	5	\$0.00	\$0.00	\$0.00	
2012 VIP Pass - VIP	4	\$0.00	\$0.00	\$0.00	
Total: Flexible Package F	141	\$0.00	\$0.00	\$1,488.92	
Total:	390	\$0.00	\$3,417.00	\$1,488.92	

d. Add "Box Office Walkup" service fees to "Web/Ovation Phone" service fees.

$\$11.25 + \$418.08 = \$429.33$ → Your Service Fee Total

e. Subtract Service Fee Total from your Gross Ticket Sales Total

$\$6,277.87 - \$429.33 = \$5,848.54$ → Net Ticket Sales Total

4. Multiply Net Ticket Sales and Box Office Percentage:

$\$5,848.54 \times .50 = \$2,924.27$ → \$\$\$ YOUR PAY OUT \$\$\$!

Questions regarding Artists' Pay Out – email boxoffice@capitalfringe.org